

INSTRUCTIONS FOR THE PREPARATION OF EXHIBIT 56-5

SECTION I

Enter the number of units available for rent and subject to Circular No. A-45 as indicated. Include units used for seasonal occupancy at any time during the year; exclude units not available for occupancy at any time within the year. (Units not available for occupancy should be entered on line F, section II.)

A. If the number of units as of November 1, 1954, is not the same as reported on line C, section I, on exhibit 55-2 a year ago, a reconciliation should be supplied.

B. The net sum of lines B1, 2, 3 and 4 should equal line B. Entries on these lines mean changes in housing available for renting and not in that actually rented.

Where transfers to or from other agencies are involved (line B3) a detailed list should be supplied, showing the type of unit, location, and the name of the other agency involved. The other agency should be advised of the information being reported.

An explanation must be given for any large numbers (over 25 units) appearing on line B4.

C. Enter number of units equipped with stove, refrigerator, etc., as housekeeping type. Nonhousekeeping should include all other, such as bachelor, transient, dormitory and similar types.

SECTION II

Enter the number of units not subject to the provisions of Circular No. A-45 as of November 1, 1955.

A. "Public quarters" are those to which members of the uniformed services are assigned under 37 USC 252.

B. "Other quarters in foreign countries" includes all foreign quarters other than those entered in the first column of line A.

C. "Quarters for rent to the public not in support of Government programs" covers those situations where quarters are available generally for rent to the public, not particularly for Government personnel or personnel of Government contractors. Units rented to the public where "housing is essential to the performance of a Government activity" are subject to the provisions of the Circular, and should be included in Section I, not in the number reported here on line C.

D. "Quarters for transient employees, official visitors and guests, etc.," includes all quarters provided for transients regardless of whether a change is made or not.

E. An explanation must be given for any entry on line E, including the legal authority for considering it an exception to the Circular.

F. This line will be used for units not available for occupancy, because they are considered unfit, surplus, etc. The reason for retaining such units must be explained.

G. This line must equal the sum of lines G1 and 2 and also the sum of lines A through F.

An explanation must be given for any large changes from last year's report of items in section II.

SECTION III

Enter the total per annum rates for the units reported in Section I, line C. In the case of seasonal occupancy, use 12 times the monthly rate.

A. Show the total comparable rates before any adjustments were made for housing factors or salary factors as authorized in Circular No. A-45. These adjustments are reflected on line A1, and the adjusted total rates should appear on line A2.

B. and D. An explanation must be supplied for any entries on lines B and D.

The total in the number column will be the sum of lines A / B / C / D, and for the amount column it will be the sum of lines A2 / B / C / D.

E. The number of units shown should equal the total column for Section I, line C.

SECTION IV

Enter the data indicated for units subject to A-45 reappraised since the last report. Previous rates should be actual annual rates after adjustments for housing and salary factors. Changes in rates should be similarly stated. (Circular No. A-45 requires reappraisal of rate schedules at least once every three years.)

SECTION V

Enter the data indicated. Further explanations need not be voluminous, but they should clarify the answers to the questions.

SECTION VI

Provide explanations, reconciliations, detailed listings, etc., as required by the preceding instructions.